

TEXAS DEPARTMENT OF PUBLIC SAFETY/DRIVER LICENSE DIVISION

# #32 Texas Election Identification Certificate

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DPS/DLD/PBI

7/12/2012

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**Slide 1 Texas Election Identification Certificate**



**#32 Texas Election Identification Certificate**

**Slide 2**



**Abstract**

This course details the requirements needed for an applicant to be eligible for an Election Identification Certificate. It will outline the steps necessary to apply for and receive the Election Identification Certificate.

### Slide 3

## Course Objectives

- Introduce the requirements for the Texas Election Identification Certificate.
- List the steps to apply for the Election Identification Certificate.

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## Course Objectives

- Introduce the requirements for the Texas Election Identification Certificate.
- List the steps to apply for the Election identification Certificate.

## Slide 4

# Texas Election Identification Certificate (EIC)

- The Department of Public Safety will issue EI to persons who are obtaining one for the purpose of voting and **do not** have another form of photo identification acceptable for election purposes.



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### Texas Election Identification Certificate Overview

- The Department of Public Safety will to issue Texas Election Identification Certificates to persons who are obtaining one for the purpose of voting and do not have another form of photo identification acceptable for election purposes.

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### Texas Election identification Certificate (EIC)

- The Texas Election Certificate is to be used for election purposes only and cannot be used as an identification card.
- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.

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- The Texas Election Identification Certificate is to be used for election purposes only and **cannot be used as an identification card**.
- The Texas Election Identification Certificate will be issued at no charge to applicants who meet the eligibility requirements.

#### Slide 6

### Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

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### **Persons Not Eligible**

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

#### **Slide 7**

### Persons Not Eligible

- Texas concealed handgun license – unexpired or expired less than 60 days;
- United States military identification card containing the person's photograph;
- United States passport – unexpired or expired less than 60 days;

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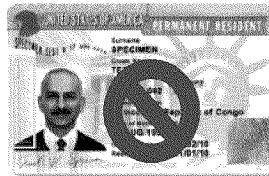
- Texas concealed handgun license – unexpired or expired less than 60 days;
- United States military identification card containing the person's photograph;
- United States passport – unexpired or expired less than 60 days;

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## Persons Not Eligible

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- ❑ United States citizenship certificate containing the person's photograph; or
- ❑ Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).



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- United States citizenship certificate containing the person's photograph; or
- Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).

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## Persons Who Are Eligible

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- ❑ The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
  - ❑ a registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

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### Persons Who Are Eligible

- The department shall issue an Election Identification Certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:

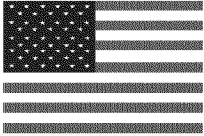
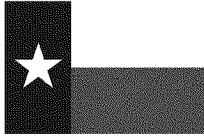
- A registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

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## Persons Who Are Eligible

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- a United States citizen;
- a resident of Texas;
- age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)

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- A United States citizen;
- A resident of Texas; who is age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)

## Slide 11

## How to Apply for Election Identification Certificate

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- Visit a Texas driver license office;
- Bring documents to verify U.S. citizenship;
- Bring documents that meet the department's identification policy; and
- Request and complete an application for the election identification certificate.

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**How to Apply for Election Identification Certificate**

To apply for the Texas Election Identification Certificate the person must:

- Visit a Texas driver license office;

- Bring documents to verify U.S. citizenship;
- Bring documents that meet the department's identification policy; and
- Request and complete an application for the Texas Election Identification Certificate.

## Slide 12

# Election Identification Certificate Application Form

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APPLICATION FOR TEXAS ELECTION CERTIFICATE An Election Identification Certificate is an identification card.		FOR DEPARTMENT OF TRANSPORTATION
<p>1. NAME (Last, first, middle initial)            LAST FIRST MIDDLE INITIAL            SUFFIX</p> <p>2. DATE OF BIRTH (MM/DD/YYYY)            MM DD YYYY</p> <p>3. SEX (M/F)            M F</p> <p>4. ADDRESS INFORMATION            ADDRESS LINE 1            ADDRESS LINE 2            CITY STATE ZIP</p> <p>5. SOCIAL SECURITY NUMBER (SSN)            SSN</p> <p>6. DRIVER LICENSE NUMBER (DLN)            DLN</p> <p>7. VEHICLE REGISTRATION NUMBER (VRN)            VRN</p> <p>8. VEHICLE IDENTIFICATION NUMBER (VIN)            VIN</p> <p>9. VEHICLE MAKE            MAKE</p> <p>10. VEHICLE MODEL            MODEL</p> <p>11. VEHICLE YEAR            YEAR</p> <p>12. VEHICLE COLOR            COLOR</p> <p>13. VEHICLE TYPE            TYPE</p> <p>14. VEHICLE MAKE            MAKE</p> <p>15. VEHICLE MODEL            MODEL</p> <p>16. VEHICLE YEAR            YEAR</p> <p>17. VEHICLE COLOR            COLOR</p> <p>18. VEHICLE TYPE            TYPE</p> <p>19. VEHICLE MAKE            MAKE</p> <p>20. 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# Election Identification Certificate Application Form

The person applying for the Texas Election Identification Certificate will complete and sign front page of form DL-14C. The back of the application includes eligibility requirements for obtaining the Election Identification Certificate.



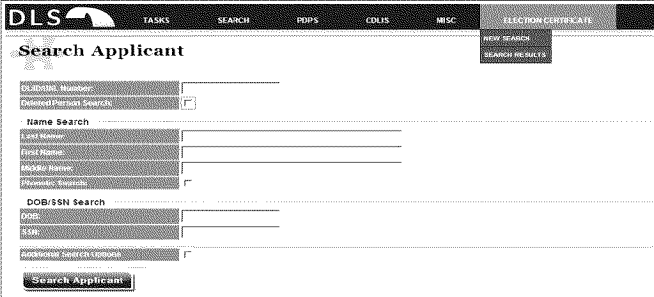
DIV-540 (Dec 2011) <b>APPLICATION FOR TEXAS ELECTION CERTIFICATE</b> FOR ELECTION PURPOSES ONLY; CANNOT BE USED AS AN IDENTIFICATION CARD		FOR DEPARTMENT USE ONLY
NOTICE: All information on this application must be completed in INK.		ASSIGNED # _____
<b>APPLICANT INFORMATION</b>		<b>CONTACT INFORMATION</b>
LAST NAME: _____		HOME PHONE: _____
FIRST NAME: _____		OTHER PHONE: _____
MIDDLE NAME: _____		EMAIL: _____
SUFFIX: _____		
MAIDEN NAME: _____		<b>ADDRESS INFORMATION</b>
		RESIDENCE ADDRESS: _____
DATE OF BIRTH (mm/dd/yyyy): _____ - _____ - _____		CITY: _____ STATE: _____
SEX: (Circle One) Male Female		ZIP CODE: _____ COUNTY: _____
EYE COLOR: _____ HAIR COLOR: _____		
RACE: _____		MAILING ADDRESS: _____
HEIGHT: ft. _____ in. _____		
WEIGHT: lbs. _____		STATE: _____
UNITED STATES CITIZEN: yes no		CITY: _____ COUNTY: _____
If you are not a US citizen, you are not eligible for an Election Certificate.		
PLACE OF BIRTH: CITY: _____ STATE: _____ COUNTRY: _____		
FATHER'S LAST NAME: _____		MOTHER'S MAIDEN NAME: _____
<b>INFORMATION REQUIRED FROM ALL APPLICANTS</b>		
YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Are you presenting a valid identification card today?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Are you presenting a valid registration card today?
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you have a Texas driver license or instruction permit (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you have a Texas identification card (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you have a Texas concealed handgun license (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	6. Do you have a US passport (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you have a US citizenship certificate that contains your photograph?
<input type="checkbox"/>	<input type="checkbox"/>	8. Do you have a US military identification card that contains your photograph (unexpired, or expired for no more than 60 days)?
If answering "yes" to questions 3 through 8, you are not eligible to receive a Texas Election Certificate.		
<b>CERTIFICATION</b>		
I do solemnly swear, affirm, or certify that I am the person named herein and that the statements on this application are true and correct.		
X _____		Date: _____
<b>VERIFICATION</b>		
Sworn to and subscribed before me this _____ day of _____, _____.		
_____ Notary Public in and for the State of Texas or Authorized Officer		
<b>FOR DEPARTMENT USE ONLY</b>		
Document Presented: _____	Document Number: _____	Issuing Agency: _____
Document Presented: _____	Document Number: _____	Issuing Agency: _____
Document Presented: _____	Document Number: _____	Issuing Agency: _____

## Slide 13

## Steps for Issuing an Original Election Identification Certificate

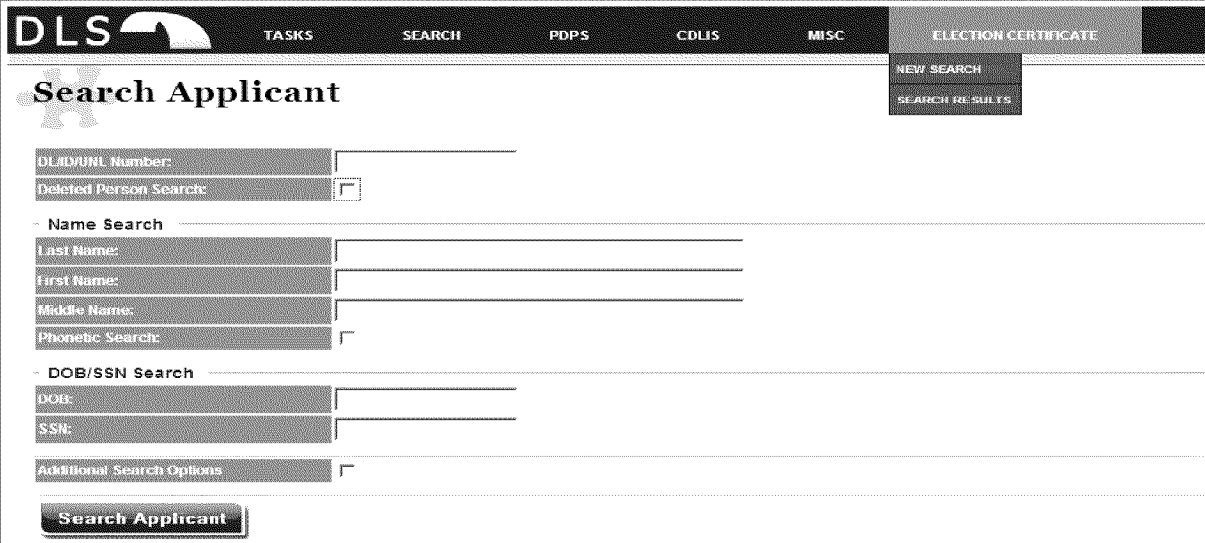
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- Search for applicant on DLS **Search Applicant** screen. (Figure 1)



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Search for applicant on DLS **Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1) If record is found determine if applicant has a driver license or identification card which may be used as photo identification for election purposes. If no record is found, select the Election Identification Certificate tab located in the blue bar in DLS.



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## Steps for Issuing an Original Election Identification Certificate

- Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant. (Figure 2)

**DLS** TASKS SEARCH PDPS CDLS MISC ELECTION CERTIFICATE

### Search Election Certificate

Election Certificate Number: \_\_\_\_\_

**- Name Search**

Last Name: FOUR

First Name: VOTER

Middle Name: \_\_\_\_\_

**- DOB/SSN Search**

DOB: 02/04/1958

SSN: \_\_\_\_\_

**Search Election Certificate**

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Search for the on the **Search Election Identification Certificate** screen. Search the record again by entering the name and date of birth of the applicant and select the *Search Election Identification Certificate* button located at the bottom of the screen. (Figure 2)

**DLS** TASKS SEARCH PDPS CDLS MISC ELECTION CERTIFICATE

### Search Election Certificate

Election Certificate Number: \_\_\_\_\_

**- Name Search**

Last Name: FOUR

First Name: VOTER

Middle Name: \_\_\_\_\_

**- DOB/SSN Search**

DOB: 02/04/1958

SSN: \_\_\_\_\_

**Search Election Certificate**

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## Steps for Issuing an Original Election Identification Certificate

- If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate.

**Election Certificate Search Results** Fig. 2a

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

View Election Certificate Record

[New Election Certificate](#)  
[Issue Election Certificate](#)

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If a record is found it will appear on the Election Identification Certificate **Search Results** page and indicates the person has previously been issued an Election Identification Certificate. Ask for proper identification and select the **GO** button to view the record and reissue the Election Identification Certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)

**Election Certificate Search Results** Fig. 2a

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

View Election Certificate Record

[New Election Certificate](#)  
[Issue Election Certificate](#)

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## Steps for Issuing an Original Election Identification Certificate

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- If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button.

**Election Certificate Search Results** Fig. 2b

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

[New Election Certificate](#)  
[Issue Election Certificate](#)

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If the Election Identification Certificate **Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Identification Certificate* button located at the bottom of the screen to initiate the process of issuing an original Election Identification Certificate. (Figure. 2b)

**Election Certificate Search Results** Fig. 2b

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

[New Election Certificate](#)  
[Issue Election Certificate](#)



## Slide 17

## Steps for Issuing an Original Election Identification Certificate

- Type in the required information on the **Applicant Information** screen.

**DLS** TASKS SEARCH POPS CDLS MISC ELECTION CERTIFICATE

### Applicant Information

Fig. 3a

**Name**

Last Name : TWENTY  
 First Name : VOTER  
 Middle Name :  
 Suffix :  
 No First Name :

**Personal Info**

DOB :  
 SSN :

**Physical Address**

Address 1 :  
 Address 2 :  
 City :  
 County :  
 State : TEXAS  
 Zip :  
 COUNTRY : UNITED STATES

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Type in the required information on the **Applicant Information** screen.

- The fields which include a red asterisk (\*) must be filled, i.e. name, DOB, physical address. (Figure 3a)

**DLS** TASKS SEARCH POPS CDLS MISC ELECTION CERTIFICATE

### Applicant Information

Fig. 3a

**Name**

Last Name : TWENTY  
 First Name : VOTER  
 Middle Name :  
 Suffix :  
 No First Name :

**Personal Info**

DOB : 06/10/1948  
 SSN :

**Physical Address**

Address 1 :  
 Address 2 :  
 City :  
 County :  
 State : TEXAS  
 Zip :  
 COUNTRY : UNITED STATES

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## Steps for Issuing an Original Election Identification Certificate

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- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

Mailing Address: ☐ (Same as physical) Fig. 3b

Address 1 : \_\_\_\_\_  
 Address 2 : \_\_\_\_\_  
 City : \_\_\_\_\_  
 State : TEXAS  
 Zip : \_\_\_\_\_  
 COUNTRY : UNITED STATES

Physical Description Information

Sex : \_\_\_\_\_  
 Eye Color : \_\_\_\_\_  
 Hair Color : \_\_\_\_\_  
 Race : \_\_\_\_\_  
 Height : \_\_\_\_\_  
 Weight : \_\_\_\_\_

Other Information

US Citizen : NO ☒ ←  
 Voter Registration : YES ☒  
 NO

Next

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- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an Election Identification Certificate. (Figure 3b)

Mailing Address: ☐ (Same as physical) Fig. 3b

Address 1 : \_\_\_\_\_  
 Address 2 : \_\_\_\_\_  
 City : \_\_\_\_\_  
 State : TEXAS  
 Zip : \_\_\_\_\_  
 COUNTRY : UNITED STATES

Physical Description Information

Sex : \_\_\_\_\_  
 Eye Color : \_\_\_\_\_  
 Hair Color : \_\_\_\_\_  
 Race : \_\_\_\_\_  
 Height : \_\_\_\_\_  
 Weight : \_\_\_\_\_

Other Information

US Citizen : NO ☒ ←  
 Voter Registration : YES ☒  
 NO

Next

## Slide 19

**Steps for Issuing an Original Election Identification Certificate**

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- If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)




Fig. 3c

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•If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

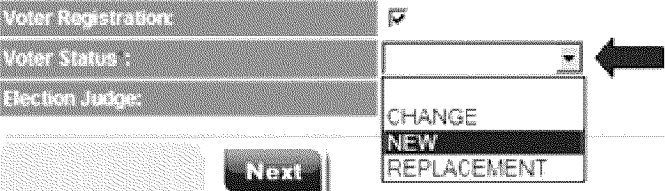


Fig. 3c

## Slide 20

**Steps for Issuing an Original Election Identification Certificate**

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- **Signature, Thumbprints, Photograph** refresh. Select the *Refresh* button to proceed to the **Scan Documents** screen. (Figure 4)




Fig. 4

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In the Digimarc program capture the applicant's signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; **Signature, Thumbprints, Photograph** refresh. Select the *Refresh* button to proceed to the **Scan Documents** screen. (Figure 4)



## Slide 21

### Steps for Issuing an Original Election Identification Certificate

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□ All documents must be scanned at this point.  
(Figure 5)




Fig. 5

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The **Scan Documents** screen is the only location during the process where the documents presented, i.e. Election Identification Certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)

- If the transaction needs to be cancelled, select the *Cancel Transaction* button (a).
- Select the *Continue* button (b) to proceed with the transaction.

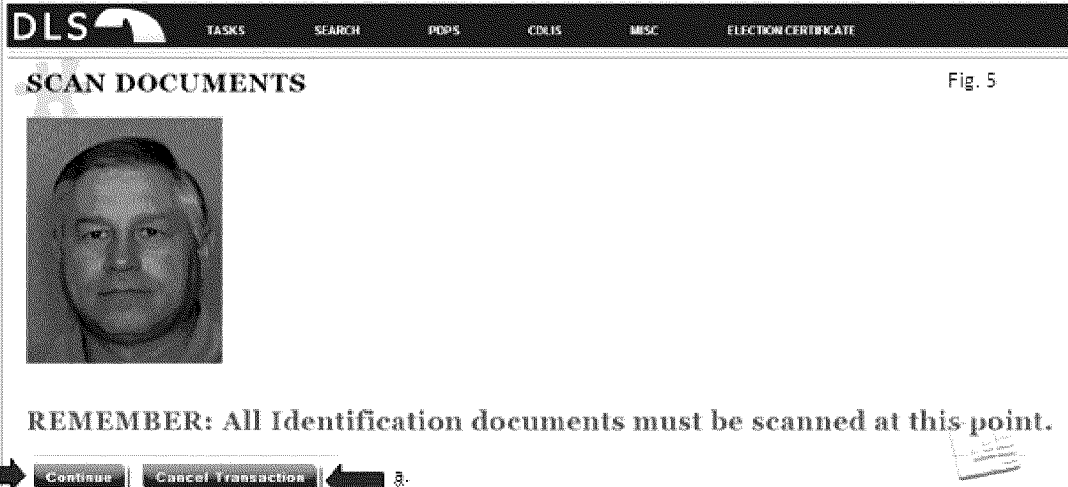


Fig. 5

## Slide 22

## Steps for Issuing an Original Election Identification Certificate

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### □ Transaction Completed Successfully

- Print Temporary EC Card
- Select Continue



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### On the **Transaction Completed Successfully**

- Select the *Print Temporary EC Card* (a) to cue the printer to print a temporary Election Identification Certificate card.
- Select the *Continue* button (a) after the temporary Election Identification Certificate has been successfully printed.



## Slide 23

# Steps for Issuing an Original Election Identification Certificate

## □ Temporary Election Identification Certificate

1. PRINTED NAME  
 2. DATE OF BIRTH  
 3. SEX  
 4. RACE  
 5. HEIGHT  
 6. WEIGHT  
 7. EYES  
 8. HAIR  
 9. COMPLEXION  
 10. MARKS  
 11. SIGNATURE  
 12. PHOTOGRAPH  
 13. EXPIRATION DATE  
 14. ISSUANCE DATE  
 15. OFFICIAL SIGNATURE  
 16. OFFICIAL TITLE  
 17. OFFICIAL SEAL  
 18. OFFICIAL PHOTOGRAPH  
 19. OFFICIAL SIGNATURE  
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Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election identification certificate. Inform the applicant the temporary election identification certificate can be used as photo identification for voting purposes until they receive the card in the mail.

## Slide 25

# Resources

- Texas Administrative Code, Title 37 Part 1
- Texas Transportation Code, Chapter 521A

Driver License Division 7/13/2012

